



Checklist for Consular Report of Birth Abroad (CRBA) and U.S. Passport

In order to schedule an appointment for a Consular Report of Birth Abroad, please mail the original of Items #1-3 listed below and a photocopy of all items listed # 4–11 below, as well as a signed copy of this checklist confirming the items completed. We will review them for completeness and contact you to schedule an appointment. ****NOTE: This is not a pre-adjudication process. Your case will be reviewed by a Consular Officer at the time of the interview. Additional documentation may be requested.**

On the day of your appointment, parents and child must be present. You must also bring the original documents and photocopies of the items listed #4-11 below (even if photocopies were mailed.) Any documents not in English or German should be translated.

Name of Child:	Parent Email:
Date of Birth:	Parent Telephone Number:

Please carefully review and initial each item on this checklist to ensure that your application is complete.

1. [Completed form DS-2029](#) – **Please do not sign**
2. [Completed form DS-11](#) – **Please do not sign**
3. [Passport photograph](#) - One passport sized (2 inchesx2 inches or 5 cmx5 cm) photograph with white background that meets the requirements found [here](#).
4. [Original birth certificate](#) (Auszug aus dem Geburtenregister). This is the German birth certificate issued by local authorities *on request*. This document must show the biological parents' names. Other short-form birth certificates (like the "Geburtsurkunde") are not acceptable for documenting your child as a U.S. citizen. [Note: Children born before January 1, 2009, may have been issued an "Abstammungsurkunde." All Abstammungsurkunden issued before January 1, 2009, are also acceptable. ***Birth certificates listing only the child and hospital birth registrations are not acceptable.*** Please bring the original and two photocopies;
5. If married, [marriage certificate](#) (original or certified true copy). Please bring the original and one photocopy to the appointment;
6. If previously married, [the original or certified copy of divorce decree, annulment decree, or death certificate for all previous marriages](#). Please bring the original and one photocopy to the appointment;
7. **If the parents are not married and the unmarried U.S. citizen father will not be present** on the day of the appointment, we need a **notarized affidavit of parentage, physical presence, and financial support** from the father. Please fill out the [DS-5507 Affidavit of Parentage and Physical Presence](#) (pdf).
8. For unmarried U.S. citizen fathers, we also require a legal statement recognizing paternity ("Vaterschaftsanerkennung") and a legal statement regarding custody ("Sorgerechtserklärung"). Please bring the original and one photocopy of the document to the appointment;
9. Valid [passport/identification document](#) for the parent(s) presenting the application. Current passports are the preferred form of proof. For all other identification documents, please bring the original and two

photocopies of the bio page of the document;

10. Proof of U.S. citizenship (U.S. Passport, U.S. birth certificate, U.S. Consular Report of Birth Abroad, or Certificate of Naturalization) for the American parent(s). Please bring the original plus three copies of the bio page of the passport, or one photocopy of birth certificate, or Certificate of Naturalization;
11. Proof of physical presence in the United States of the U.S. citizen parent(s). Good examples of proof of physical presence include school records, university transcripts, employment records, and tax returns.

Please refer to the Bureau of Consular Affairs [website](#) for the physical presence requirements for transmission of citizenship and ensure you submit sufficient evidence to demonstrate the length of presence in the United States required for your circumstances;

12. Prepaid traceable commercial courier envelope that is DIN A4 in size. We prefer the DHL Express Easy envelope. You will need the national (Germany) version of the prepaid commercial envelope.
13. Payment for application fee(s) must be made in-person on the date of appointment. Do not send payment by mail. The current fee for the CRBA is \$100 and minor passport is \$115. The fee for an Adult first-time passport is \$145. We accept cash (euros and U.S. dollars) and all major credit cards.

NOTE: We do not accept EC card and personal checks.

You may be asked to provide additional documentation at the time of your interview. By regulation you will have 90 days to submit the requested documentation or the case will be closed for insufficient evidence to establish U.S. citizenship of the applicant. All fees are non-refundable.

NOTE: On the date of your interview, if you do not bring the appropriate documentation, we will suspend processing of the application, and you will be required to schedule another appointment.

Please read and sign the following:

I hereby certify that I have read the above instructions and that I have all the listed documents applicable to my case in original form in my possession and am prepared to present them at the time of my appointment.

Signature of Applying Parent or Guardian:

Date: